

PHILIP MORRIS USA

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Beth Egan  
FROM: Viviana Strickland

DATE: 2/19/91

SUBJECT: **REQUISITION/CHANGE ORDER APPROVAL**

Please circulate the enclosed requisition/change order for Silkscreen Ducks Sweats

**PURCHASING SPECIFICATIONS**

QUANTITY 10,304  
UNIT COST 1.03  
OTHER COST - 0 -  
TOTAL COST \$10,613.12  
DELIVERY DATE 5-15-91  
SUPPLIER SST

\* Indicate  
Budget code  
on req

ADDITIONAL INFORMATION

Lowest Bid

**BID REFERENCE**

☐ Under \$10,000; no bids required  
☒ Over \$10,000; three bids attached  
☐ Reorder within one year; no bids required  
☐ Sole source/proprietary item  
☐ RUSH order; bids waived with Director's approval  
☐ Other

To ensure timely delivery, please return this folder with the signed requisition/change order and accounting code to me by FRIDAY 2/22

Sample attached Yes ☐ No ☒ N/A proofing in progress

**APPROVALS (in the following order)**

**NAME**

**INITIALS**

**DATE**

M. HEINRICH

M. Heinrich

M. Heinrich

2/22

A. GOLDFARB

A. Goldfarb

2/22

B. MIKULAY

B. Mikulay

2/21

White-Original

Yellow-Copy